Department Heads Meeting
September 20, 2012

David B. MacFarlane
Visitors

- Hector Prado, CD
  - Creation of Help Desk and changes to delivery of desktop support
Science program dates and news

- KIPAC Advisory Committee [Aug 22-23]
- Energy Frontier retreat Sept 27-28 [Charlie & Eric Colby organizers]
- LDRD awards
  - Program capped at $3.5M for FY2013, leaves little room for new versus continuing awards
  - New award to Mark Convery for LBNE R&D
  - Continuing award to Risa Wechsler for cosmological simulations
- Early Career Award status
  - Three PPA rostered staff preparing (2 for HEP, 1 for BES)
- Development of FY2013 Lab Agenda
PPA Science (6-10 years) [unchanged]

- Continue as a major partner on the energy frontier and engage in LHC upgrade program
- Establish a leading dark energy science program
- Establish SLAC as major partner in next generation direct dark matter search
- Play a leading role in initiating next generation US particle astrophysics experiments, such as CTA and EXO, with CD-0
- Continue as a major partner in intensity frontier physics
### PPA Science (2-6 yrs)

#### FY12
- Execute the construction of the LSST camera and develop the data management system
- Execute the fabrication of SuperCDMS sensors and construct germanium towers for SNOLAB
- Partner in the design and construction of a new intensity frontier experiment
- Support the optimal performance of the Fermi LAT instrument and the delivery of high quality data to the scientific collaboration
- Steward a device development program that supports ultrafast x-ray detector and PPA science programs at SLAC (Joint with LCLS & SSRL)

#### FY13
- Establish role for SLAC in support of phase 1 and phase 2 ATLAS upgrades
- Execute the construction of the LSST camera and develop the data management system
- Execute the fabrication of SuperCDMS sensors and construct germanium towers for SNOLAB
- Partner in the design and construction of a new intensity frontier experiment
- Support the optimal performance of the Fermi LAT instrument and the delivery of high quality data to the scientific collaboration
- Steward a device development program that supports ultrafast x-ray detector and PPA science programs at SLAC (Joint with LCLS & SSRL)

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Department Heads: September 20, 2012
**PPA Science (0-1 yr)**

### FY12

- Execute CD-2 on LSST [Q3 FY13] and define and propose dark energy science center. [Q4 FY13]
- Execute CD-0 on Super CDMS project. [Q1 FY13]
- Secure initial extension of original 5-year mission (2013-2018) from NASA and DOE for the Fermi GST. [Q4 FY12]
- Complete development and release of Pass-8 reconstruction [Q4 FY12] and reprocess Fermi data. [Q4 FY13]
- Publish first scientific results on neutrinoless double beta decay from EXO with enriched Xenon. [Q4 FY12]
- Establish technology R&D plan for tonne-scale EXO. [Q2 FY12]
- Complete phase 1 of CTA R&D plan [Q4 FY13]

### FY13

- Prepare and successfully execute CD-2 on LSST. [Kahn, Kurita, Q4 FY13]
- Define and document resources for data analysis model for LSST Dark Energy Collaboration. [Kahn, Q4 FY13]
- Complete reprocessing of Fermi Data with Pass-8 reconstruction [Dubois, Q4 FY13]
- Execute SuperCDMS R&D plan and complete proposal for G2 experiment. [Partridge, Q2 FY13]
- Establish SLAC role on second G2 direct dark matter search experiment. [Wisniewski, Q2 FY13]
- Establish plan for G2 CMB experiment as part of the Snowmass planning process. [Kuo, Q3 FY2013]
- Define Phase 1 ATLAS upgrade role for SLAC [Su Dong, Q4 FY13] and achieve TBD milestone of the CSC ROD project [Huffer, XX FY2013]
- Establish detector concept for tonne-scale EXO experiment and complete TBD aspect of the R&D plan. [Breidenbach, Q2 FY12]
# PPA Science (0-1 yr)

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<thead>
<tr>
<th>FY12</th>
<th>FY13</th>
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<tr>
<td>• Further develop performance-based</td>
<td>• Define physics case for Higgs Factory as part</td>
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<td>management in PPA by ensuring that 80%</td>
<td>of the Snowmass planning process. [Jaros, Q3FY13]</td>
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<td>of PPA employees have FY12 goals. [Q4</td>
<td>• Define SLAC role on LBNE and execute planned</td>
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<td>FY12]</td>
<td>R&amp;D effort for DAQ demonstration. [Convery,</td>
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<td>• Extend the Mechanical Engineering</td>
<td>Q4FY13]</td>
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<td>Center concept to other engineering</td>
<td>• Achieve performance goals for 90% of PPA</td>
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<td>services to include similar “good</td>
<td>employees</td>
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<td>practices”. This should include</td>
<td>• Complete COE implementation plan for PPA</td>
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<td>Electrical Engineering and Vacuum</td>
<td>Engineering Centers [Haller, Fouts, Q3 FY2013]</td>
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<td>Engineering practices, etc. [Q4 FY12]</td>
<td>• Develop long-range strategic plan for PPA</td>
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<td>• Develop a coordinated mechanical</td>
<td>engineering centers</td>
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<td>engineering organization and leadership</td>
<td>• Develop WFO plan for scientific computing &amp;</td>
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<td>plan with LCLS and AD. [Q2 FY12]</td>
<td>detector instrumentation with a target of $1.5M</td>
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<td>• Identify key leadership for EPP Division. [Q2</td>
<td>in outside funding in FY13</td>
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<td>FY12]</td>
<td>• Secure OHEP support for 10-year staff hiring</td>
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<td>• Complete TBD goal from PPA L1 &amp; L2 succession</td>
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<td>• Additional suggestions:</td>
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<td>• Complete search for new KIPAC Director</td>
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- Additional suggestions:
  - Complete search for new KIPAC Director
  - Something on particle & KIPAC theory, e.g., encourage joint scientific results

Department Heads: September 20, 2012
Administrative news

- Timeline and normalization for FY2012 performance evaluation process

Department Heads: September 20, 2012
Performance evaluation timeline

- **August 15:**
  - Access given to supervisors to begin writing evaluations and seek employee and matrixed supervisor / functional lead input

- **September 28:**
  - Directorates complete their normalization process and communicate to supervisors

- **October 31:**
  - All performance evaluations are finalized including higher level review

- **November 1:**
  - Evaluations are released to employees; supervisors begin meeting with employees
Normalization expectations

- **Step 1: Department-level evaluations**
  - Received some self-evaluations, but not complete set
  - Met with Division Heads to formulate PPA management assessment
  - Intent is to calibrate performance evaluation scale, which should also be reflected in individual performance evaluations

- **Step 2: Supervisor evaluations**
  - Recommend supervisors rank their employees from best to least performing, just as you will for merit program
  - Expect a reasonable distribution (modulo departments with small numbers) in overall performance evaluations

- **Goal:**
  - Science missions should average no more than 4.5 (compare with PPA department-level average of 4.4)
Grading scale

- 7 = Consistently exceeds all expectations
- 6 = Frequently exceeds expectations
- 5 = Sometimes exceeds expectations
- 4 = Consistently meets expectations
- 3 = Meets most expectations
- 2 = Needs improvement
- 1 = Does not meet expectations
- 0 = Not applicable
PPA FY2012 self-assessment

mean = 4.42
sigma = 0.69
Proposed implementation for FY2013

- Provide upper management feedback to department heads (and/or supervisors) to normalize supervisor grading standards
  - Allows discrimination between Departments, rather than imposing an aggregate PPA level
- Incorporate a fraction, e.g., 30%, of aggregate department level performance against Dept goals into individual performance goals
  - Couples department overall performance to individual contributions in a natural way
- Continue to emphasize performance evaluations as a management tool
  - Important to communicate performance problems
Merit and bonus program timeline

- **November 30:**
  » Directorates finalize salary increase and bonus recommendations

- **December 12:**
  » Executive Council completes approval process for bonuses and salary increases

- **January 21, 2013:**
  » Supervisors complete meetings with employees

- **January 22, 2013:**
  » Salary increases in paycheck; FY bonuses paid out in paycheck